***Facilities & Operations Department***

Oak Park School District, 13900 Granzon, Oak Park, MI 48237

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**Food Service Catering Process**

**Revised August 7, 2025**

**Internal Staff Events**

* Building level catering events associated with district general fund will not be approved for any professional development, staff meetings, or other staff-related activities.
* **Only** events with an **approved grant account number**, as exactly indicated within the **grant application** (with available funds) will be approved.
	+ Light refreshments only. **No full course meals**
	+ Allowable: Parent Involvement events, Student snacks, Student Mentoring/PBIS.
	+ No food purchases for direct staff related events are allowed

**Events hosted by the District but sponsored by another entity/provider**

* Coordination of food services may be provided.
* Cost for food services must be **included** in registration fees and paid for by the responsible party (provider).
* Oak Park School District funds will not be used to pay for food service for hosted events.

**For all events listed above, the following steps must take place;**

1. A Food Service Catering Event form (see attached) must be completed with an account number. If there is no account number on the form, the catering request will be denied.
2. A copy of the current budget with associated account string must be provided to verify availability of funds.
3. The agenda or event flyer must be attached to the completed form.
4. The catering event form must be signed by the building Administrator, Executive Director of Business and Finance, Director of Operations, and the Superintendent (In that order).
5. Forms must be submitted to the Superintendent at least two weeks in advance for processing.
6. Once the form has been signed by all departments, the completed form will be sent back to the requestor and/or the building Administrator for processing with the Food Service Department.

\*Please note\* It is the responsibility of the building Administrator to obtain signatures on the catering forms after Austin provides the quote to the building Administrator.